IRVINE ROYAL ACADEMY
QUALITY ASSURANCE CALENDAR
2025/2026

IRVINE ROYAL ACADEMY
Ambition • Respect • Responsibility

August 25

Activity	CTs	IS	FHs	DHTs	HT
SQA Attainment Analysis	x	x	x	x	x
NAC SIP/PEF Review					x
FIP Review			x	x	
Moderation RAG			x	x	
FOA Evaluation	x	x	x	x	x
SQA Appeals Review	x		x	x	
Curriculum Review Activities	x	x	x	x	x
Attendance/Roll/Profile Analysis		x		x	x
Policy Review	x	x	x	x	x
VYP Review		x		x	
Interim Positive Destination Review		x		x	x
Confidential spreadsheet QA		x		x	
Pupil Support Referral Consultation	x	x	x		

Tasks:
- PTAC schedule published
- SIR Case Conference schedule published
- WSM/ELT/Inset schedules published
- Working Groups published
- SLT and Duty Rota published
- SPLT appointed
- School/Staff Handbook updated
- CLPL Programme published
- New Staff induction launched
- Senior School Learner Agreements
- BGE Tracking opens
- New Staff Induction
- OSG Submission
- PASS survey starts
- Learning Reviews
- Extra-Curricular Fayre sign-up analysis
- Website audit

Ongoing:
- Evidence gathering to support SIP/FIP priorities/progress
- Departmental sampling of pupil voice (Surveys, focus groups)
- Partnership evaluations
- Jotter check/Google Classroom/Homework analysis/VYP audit
- Environment/Supporting Needs requests
- Assessment/Moderation activities

September 25

Activity	CTs	IS	FHs	DHTs	HT
SQA Analysis Meetings			x	x	x
SQA Level/Class List Review/Level entry	x		x	x	x
Learning Study 1	x	x	x	x	x
Leavers' Destination Report		x		x	x
NAC Attainment Review					x
Attendance Analysis		x		x	
Behaviour Data Analysis		x		x	
QI 2.1 Walk Round				x	x
H and Wellbeing – Faculty Check-Up	x		x	x	x
S1 Focus Groups – Parents and Pupils				x	x
Environment check	x	x	x	x	x
Staged Intervention analysis		x		x	
Hotspot/Radio analysis		x	x	x	x
Pupil Support Referral Consultation	x	x	x		
Confidential Spreadsheet QA		x		x	

Tasks:
- SP Tracking opens
- BGE Tracking 1 – Lit/Num/H and WB
- Faculty Moderation Calendars finalised
- September Inset – Moderation of BGE levels – Kilwinning Academy
- S4-S6 Lit/Num data check and T1 analysis
- S4-S6 Mentor groups identified
- PIP Plans published
- PRDs on-going
- Attendance Meetings – on-going – including new SP meetings
- OSG Submission
- Interventions on-going
- Collegiate Night 1
- PASS survey analysis
- Learning Reviews
- PTACs
- SP Learning conversation sampling
- Curriculum Review Returns
- SIR Caseload Review and publication

Ongoing:
- Evidence gathering to support SIP/FIP priorities/progress
- Departmental sampling of pupil voice (Surveys, focus groups)
- Partnership evaluations
- Jotter check/Google Classroom/Homework analysis/VYP audit
- Environment/Supporting Needs requests
- Assessment/Moderation activities

October 25

Activity	CTs	IS	FHs	DHTs	HT
S2 Focus Groups – Pupils/parents					x
BGE Tracking QA and analysis	x		x	x	x
Senior Phase Tracking QA	x		x	x	x
NAC Insight Attainment Meeting				x	x
Royal Recognition	x		x	x	
NAC P and A data uplift			x	x	x
S3 ACEL predictions			x	x	x
Attendance Analysis		x		x	x
Uniform Analysis		x		x	
PPR/B Analysis and action	x	x	x	x	x
Hotspot/Radio analysis		x	x	x	x
SIR Case Conference		x		x	
NAC SSR/SIR Review	x	x	x	x	x
QI 1.3 visit	x	x	x	x	x
SIR/SSR Review	x	x	x	x	x
H and WB Faculty Check-up	x		x		x
QI 2.1 and H and S Walk round and HLM				x	x

Tasks:
- Learning Study 1 completion and analysis
- PRD completion
- PEF Impact Reports T1
- AAA Prelim Requests
- Interventions on-going
- NAC P and A Data Uplift
- SSR/SIR Review meetings
- S3 Lit/Num ACEL predictions and Supporting Success plan
- PPA meetings
- OSG Submission
- Term 1 Literacy/Numeracy Review
- SIR/SSR Pupil review
- P7 DYW visits
- P7/S1 Grids issued to Primaries
- S4-S6 Lit/Num data check
- Royal Rewards T1 celebration
- S4-S6 Supporting Success names collated
- Insight Padlet Review

Ongoing:
- Evidence gathering to support SIP/FIP priorities/progress
- Departmental sampling of pupil voice (Surveys, focus groups)
- Partnership evaluations
- Jotter check/Google Classroom/Homework analysis/VYP audit
- Environment/Supporting Needs requests
- Assessment/Moderation activities

November 25

Activity	CTs	IS	FHs	DHTs	HT
S3 Focus Groups					x
SP Pupil Progress meetings survey analysis					x
S1 Pupils Progress meetings survey analysis					x
Learning Study 1 Analysis			x	x	x
16+ Tab Analysis		x		x	x
BGE & SP Attainment meetings inc Lit and Num	x	x	x	x	x
Attendance Analysis		x		x	x
3.1 and 2.3 Trio Analysis	x	x	x	x	x
Parent/Carer HMIe survey					x
PPR Analysis	x	x	x	x	x
Hotspot analysis		x	x	x	x
Confidential spreadsheet QA		x		x	
Behaviour data analysis and action		x		x	x
Languages and Literacy and Pupil Support Faculty Check-up	x		x	x	x
Moderation of AAA evidence	x	x	x		

Ongoing:
- Evidence gathering to support SIP/FIP priorities/progress
- Departmental sampling of pupil voice (Surveys, focus groups)
- Partnership evaluations
- Jotter check/Google Classroom/Homework analysis/VYP audit
- Environment/Supporting Needs requests
- Assessment/Moderation activities

Tasks:
- SP Tracking SLT QA
- SP High Level Messages – TOK inputs
- SP Reports issued
- SP Pupil Tracking and Monitoring meetings
- S1 Pupil Progress Meetings
- BGE Lit/Num Data check
- 3.1 and 2.3 Trio Visits
- Languages and Literacy and PS Faculty Check-up
- Attendance meetings and Interventions on-going
- Learning Reviews
- PTACs
- P7 SIR referral deadline
- Inset
- IG Submission
- Insight Padlet Review
- Curricular Marketplace Focus Fortnight
- SP Attainment Analysis Paperwork
- Supporting Success TT Launched
- Primary/Secondary Transition grid returned

December 25

Activity	CTs	IS	FHs	DHTs	HT
S4 Focus Groups					x
S2 Mock Options Analysis				x	x
S2 Pupil Progress meetings survey analysis					x
Prelim Analysis	x	x	x	x	x
Royal Recognition	x	x	x	x	x
Staff Survey					x
SIP/FIP Review	x	x	x	x	x
Attendance Analysis		x		x	x
PPR Analysis	x	x	x	x	x
Uniform Analysis		x		x	xx
Hotspot analysis		x	x	x	x
Behaviour data analysis and action		x		x	
Staged Intervention analysis		x		x	
BGE QA & Analysis	x		x	x	
Pupil Support referral consultation	x	x	x		
SIR Case Conference		x		x	
Confidential spreadsheet QA		x		x	

Tasks:
- S4-S6 Prelims and Music/PE Practicals/Art exam
- BGE Tracking P and A – All Subjects
- S2 Pupil Progress and Achievement meetings
- IG Submission
- OSG submission
- Attendance meetings and Interventions on-going
- Dyslexia forum
- Learning Reviews
- SSR/SIR Review meetings
- PTACs
- PEF Impact Reports
- Handbook deadline
- Term 2 BGE/SP – Literacy/Numeracy Review
- S2 Mock Options
- PEF Impact Reports
- UCAS applications/College group starts
- SIR Pupil review
- BGE Tracking 2 FH QA
- BGE Tracking 2 SLT QA
- Insight Padlet Review
- SP Lit/Num Check

Ongoing:
- Evidence gathering to support SIP/FIP priorities/progress
- Departmental sampling of pupil voice (Surveys, focus groups)
- Partnership evaluations
- Jotter check/Google Classroom/Homework analysis/VYP audit
- Environment/Supporting Needs requests
- Assessment/Moderation activities

January 26

Activity	CTs	IS	FHs	DHTs	HT
S5/S6 Focus Groups					x
Winter Leavers Analysis		x		x	x
Attendance Analysis		x		x	x
PPR Analysis	x	x	x	x	x
Behaviour data analysis and action		x		x	x
Hotspot analysis		x	x	x	x
Pupil Support Referral consultation	x	x	x		
QI 2.1 walk round				x	x
Confidential spreadsheet QA		x		x	
BGE Attainment analysis and Meetings	x	x	x	x	x
SP Tracking QA	x		x	x	
S3 Pupil Progress meetings survey analysis					x

Tasks:
- SP Tracking
- BGE Tracking Reports Issued
- BGE High Level Messages
- BGE Analysis Paperwork completed
- S2-S5 Options
- IG Submission
- S3 Pupil Progress and Achievement Meetings
- SP Tracking completion and Celebration
- SP Tracking FH QA/SP Tracking SLT QA
- SP/BGE Lit/Num Data Check
- NAC Update P&A
- Attendance meetings and interventions on-going
- Dyslexia forum
- P7 Challenge Day plans and info sharing visits confirmed
- Learning Reviews
- PTACs
- Royal Rewards T2 celebration
- PEF 26/27 forecast
- ELT Collaborative
- SSR Pathways session

Ongoing:
- Evidence gathering to support SIP/FIP priorities/progress
- Departmental sampling of pupil voice (Surveys, focus groups)
- Partnership evaluations
- Jotter check/Google Classroom/Homework analysis/VYP audit
- Environment/Supporting Needs requests
- Assessment/Moderation activities

February 26

Activity	CTs	IS	FHs	DHTs	HT
SSR/SIR NAC Review	x	x	x	x	x
SP Attainment meetings	x	x	x	x	x
SP attainment analysis	x	x	x	x	x
Partner Survey					x
Attendance Analysis		x		x	x
PPR Analysis	x	x	x	x	x
Behaviour Data analysis and action		x		x	
Hotspot analysis		x	x	x	x
Pupil Support Referral consultation	x	x	x		
SP Pupil Progress meetings survey analysis					x
SIR Case Conference		x		x	x
Confidential spreadsheet QA		x		x	
Social Subjects and RME Faculty Check-up	x	x	x	x	x

Tasks:
- IG Submission
- Attendance meetings and interventions – on-going
- Dyslexia forum
- P6 Curricular exposure plans finalised
- NAC P and A Up-date – all stages
- Options Analysis
- SP Tracking Analysis
- SP High Level Messages
- SP Reports Issued
- SP Pupil Tracking and Monitoring meetings
- SP/BGE Lit/Num Data Check
- Learning Reviews
- PTACs
- Supporting Success TT
- 26/27 S1 Class lists drafted
- NAC 26/27 initial staffing return
- Practical Cookery exams
- S4-S6 Leavers' Information session
- TOK inputs – S4-S6

Ongoing:
- Evidence gathering to support SIP/FIP priorities/progress
- Departmental sampling of pupil voice (Surveys, focus groups)
- Partnership evaluations
- Jotter check/Google Classroom/Homework analysis/VYP audit
- Environment/Supporting Needs requests
- Assessment/Moderation activities

March 26

Activity	CTs	IS	FHs	DHTs	HT
Royal Recognition	x	x	x	x	
Attendance Analysis		x		x	x
Royal Recognition QA	x	x	x	x	x
PPR Analysis	x	x	x	x	x
Behaviour data analysis and action		x		x	x
Uniform Analysis		x		x	x
S3 Literacy/Numeracy QA	x		x	x	x
Estimate QA	x		x	x	x
Insight Analysis - NAC				x	x
Hotspot analysis		x	x	x	x
Staged Intervention analysis		x		x	
Cluster SIR Referral meeting		x		x	
Pupil Support referral consultation	x	x	x		
Confidential spreadsheet QA		x		x	

Ongoing:
- Evidence gathering to support SIP/FIP priorities/progress
- Departmental sampling of pupil voice (Surveys, focus groups)
- Partnership evaluations
- Jotter check/Google Classroom/Homework analysis/VYP audit
- Environment/Supporting Needs requests
- Assessment/Moderation activities

Tasks:

- AAA SQA Completion
- Options Audit
- NAC ACEL data uplift
- S3 Literacy and Numeracy predictions/data check
- NAC - Insight Attainment meeting
- Young Carers Census
- IG Submission
- OSG submission
- Attendance meetings and interventions on-going
- Staged Intervention update and publication
- SQA Change of level completion
- Insight Up-date
- PEF Impact Reports
- SIR/SSR Pupil reviews
- Estimates Open
- Estimates FH QA
- Supporting Success Timetable updated
- SP Lit/Num Data check
- Scottish Apprenticeship Week
- Dyslexia Forum
- PASS Survey 2
- Learning Reviews
- PTACs
- Enhanced Transition starts/Celebration/Challenge Day 1
- PE single performance/Cookery/Art/D and M PA/Maths/PE/Childcare Prelim/French exam
- Afternoon Tea – Parent/Carer consultation
- Arran Attainment Weekend
- College group ends
- Royal Recognition Text

April 26

Activity	CTs	IS	FHs	DHTs	HT
BGE Progress and Achievement QA	x	x	x	x	x
SP Attainment meetings	x	x	x	x	x
Attendance Analysis		x		x	x
Behaviour data analysis and action		x		x	
Pupil Support referral consultation	x	x	x		
Confidential spreadsheet QA		x		x	
Hot Spot analysis		x	x	x	x
PPR Analysis	x	x	x	x	x
Hotspot analysis		x	x	x	x

Tasks:
- Attendance meetings and interventions on-going
- Dyslexia forum
- Learning Reviews
- Estimates - high level messages
- SIR Primary observations and transition starts
- PTACs
- IG Submission
- NAC Inventory
- SQA Exams
- SNSA
- SP Lit/Num Data Check
- BGE P&A FH QA
- BGE P&A SLT QA
- Estimates Attainment Meetings
- Royal Rewards T3 Celebration
- Challenge Day 2

Ongoing:
- Evidence gathering to support SIP/FIP priorities/progress
- Departmental sampling of pupil voice (Surveys, focus groups)
- Partnership evaluations
- Jotter check/Google Classroom/Homework analysis/VYP audit
- Environment/Supporting Needs requests
- Assessment/Moderation activities

May 26

Activity	CTs	IS	FHs	DHTs	HT
BGE Attainment Meetings	x	x	x	x	x
SNSA Analysis			x	x	
SIP/PEF 26/27 Consultation – Staff/Pupils/Parents/Partners	x	x	x	x	x
Attendance analysis		x		x	x
Hotspot analysis		x	x	x	x
Pupil Support referral consultation	x	x	x		
PPR Analysis	x	x	x	x	x
Behaviour data analysis and action		x		x	x
SIR Case conference		x		x	
Confidential spreadsheet QA		x		x	

Tasks:
- IG submission
- Attendance meetings and interventions – on-going
- Dyslexia Forum
- Learning Reviews
- BGE P and A – high level messages
- BGE P&A Reports Issued
- BGE P&A Attainment Meetings
- S3 into S4 Lit/Num ACEL check
- BGE Timetable change – 18/5/26 and SP26/5/26
- Departmental Planning/25/26 FIP/SIP Review
- SLT Planning/Review
- ELT Collaborative Planning
- SIR/SSR Pupil reviews
- SIR Primary observations/Transition on-going
- Supporting Success Timetable
- SP/BGE Lit/Num Data Check
- SNSA analysis – 29/5 – Scottish Government uplift
- PTACs
- Challenge Days 3 and 4
- P6 Curricular inserts
- 27 and 28 May – S1 Induction Days

Ongoing:
- Evidence gathering to support SIP/FIP priorities/progress
- Departmental sampling of pupil voice (Surveys, focus groups)
- Partnership evaluations
- Jotter check/Google Classroom/Homework analysis/VYP audit
- Environment/Supporting Needs requests
- Assessment/Moderation activities

June 26

Activity	CTs	IS	FHs	DHTs	HT
25/26 FIP/SIP Evaluation	x	x	x	x	x
Attendance Analysis		x		x	x
PPR Analysis	x	x	x	x	x
Behaviour data analysis and action		x		x	
Royal Recognition QA	x	x	x	x	x
Hotspot analysis		x	x	x	X
ACEL QA			x	x	
Pupil Support Referral consultation	x	x	x		
SIR Case Conference		x		x	
Confidential Spreadsheet QA		x		x	
QI 2.1 Walk round				x	x

Tasks:
- SIP/FIP 26/27
- Standards and Qualities Report – Faculty and WS 26
- WTA 26/27
- Whole School Calendar 26/27
- 26/27 QA Calendar/26/27 – ELT Deadline Calendar
- 26/27 Parent/Carer Calendar
- 26/27 – Tracking and Progress Meetings Calendar
- SQA Exams
- NAC ACEL P and A uplift
- Royal Rewards and recognition text
- PEF Impact Reports 26 – Leads and WS
- Supporting Success Timetable
- SSR/SIR reviews
- Attendance meetings and interventions – on-going
- Dyslexia Forum
- Learning Reviews
- SIR Primary observations and transition on-going
- P5 and P6 SIR Observations
- PTACs
- IG submission
- P7/S1 Transition information updated
- SPLT interviews

Ongoing:
- Evidence gathering to support SIP/FIP priorities/progress
- Departmental sampling of pupil voice (Surveys, focus groups)
- Partnership evaluations
- Jotter check/Google Classroom/Homework analysis/VYP audit
- Environment/Supporting Needs requests
- Assessment/Moderation activities